

ISD #314
Isanti, Pine, Chisago,
& Kanabec Counties
Braham, MN 55006

AGENDA
ORGANIZATIONAL SCHOOL BOARD MEETING
Monday, January 4, 2016
7:00 pm – BAHS Community Room

***** please arrive 15 minutes early for the formal board picture.
Darwin Nelson will be here to take the picture. Thank you. *******

1. Meeting called to order by Acting Chair.
Pledge of Allegiance.
Roll call.
2. Adopt agenda for organizational meeting.
3. Proceed with election of School Board Chair for 2016.
4. New Chair to conduct the remainder of the organizational meeting and proceed with election of vice chair, clerk and treasurer for 2016.
5. Set salary for school board members for 2016.
6. Set the time and dates for regular school board meetings for July 2016 through June 2017, and for the January 2017 Organizational meeting.
7. Adopt resolution designating official depositories for school district funds and investments for 2016.
8. Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.
9. Adopt resolution naming MSDLAF+ as official depository for state funds due the district.
10. Authorize designated district office personnel to make electronic fund transfers.
11. Approve operating procedure for collateral as it relates to investments of district funds and appoint designee to approve such collateral.
12. Consider resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.
13. Consider resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.
14. Consider resolution authorizing the agents of the board to lease, purchase and contract for goods and services within general budget categories.
15. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or if the claim is the result of contract terms, purchase order terms or a vendor's standard terms.
16. Consider resolution designating the school district legal counsel for 2016.
17. Designate the official District #314 publication for 2016.
18. Set district travel and meal allowance for district employees for 2016.
19. Appoint official school board committee representatives for 2016.
20. Consider setting a Policy Review Sub-Committee monthly meeting.
21. Other.
22. Adjourn.

- 1. Meeting called to order by the Acting Chair. Pledge of Allegiance.

Roll call.

- 2. Adopt agenda for organizational meeting.

- 3. Proceed with election of School Board Chair for 2016.

The Acting Chair calls for nominations for position of school board chair and conducts the voting/balloting for determining the school board chair for 2016.

- 4. New Chair to proceed with election of vice chair, clerk and treasurer for 2016; in that order.

The newly elected chair can proceed with the meeting from this point and conduct the election for vice-chair, clerk and treasurer; in that order.

- 5. Set salary for school board members for 2016.

Each year the board sets their salaries for the new year. The 2015 salaries were set as follows: \$800 for officers, \$600 for directors; with \$75 per regular school board meeting, \$25 for other meetings up to 4 hours, \$75 for other meetings of 4 to 8 hours, and \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There was no cap.

- 6. Set the time and dates for regular school board meetings for July, 2016 through June, 2017, and for the January, 2017 Organizational meeting.

Each year the board sets the schedule for the regular monthly board meetings for the year. This past year the board normally met on the third Monday of each month starting at 7:00 p.m. in the

Braham Area High School Community Room. This has been convenient in terms of the business department being able to process bills and provide financial information for the previous month's business. Also, it is important to keep in mind that, with very limited exceptions, Minnesota law recognizes that no public business shall be transacted on any holiday.

2016-2017 dates in common with those as set in the past are:

July 18, 2016	3rd Monday	
August 15, 2016	3rd Monday	
Sep. 19, 2016	3rd Monday	
Oct. 17, 2016	3rd Monday	
Nov. 21, 2016	3rd Monday	
Dec. 19, 2016	3rd Monday	
Jan. 23, 2017	4th Monday	- 3rd Monday is Martin Luther King Day.
Feb. 27, 2017	4th Monday	- 3rd Monday is Presidents' Day.
March 20, 2017	3rd Monday	
April 24, 2017	4th Monday	- 3rd Mon. is Easter Mon. A holiday on the draft calendar.
May 15, 2017	3rd Monday	
June 19, 2017	3rd Monday	

The Organizational meeting is normally set for the first Monday in January (which in 2017 is the 2nd), or as soon thereafter as possible. **January 2nd is considered the legal holiday by M.S. 645.44, Subd.5 and M.S. 120A.42 which stipulate that when January 1, falls on Sunday, the following day shall be a holiday. Does the school board wish to schedule their Organizational meeting on a different day during the first week in January or on Monday, January 9, 2017?**

7. Adopt resolution designating official depositories for school district funds and investments for 2016.

The resolution to designate the official depositories for district funds are as follows:
"RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Financial Services, Lake Elmo, Minnesota, be designated as the official depositories for 2016 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertaking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit:

_____	Chair
_____	Clerk
_____	Treasurer."

8. Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.

The Board is asked to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools' accounts at the Frandsen Bank & Trust.

_____, _____, _____

9. Adopt resolution naming MSDLAF+ as official depository for state funds due the district.

For auditing purposes, the following resolution is adopted on an annual basis:
"RESOLVED, that the Minnesota School District Liquid Asset Fund be designated as the official depository for State Funds due to the district in 2016."

_____, _____, _____

10. Authorize designated district office personnel to make electronic fund transfers.

The board is once again asked to authorize the Superintendent of Schools and designees to make electronic transfers of District 314 monies.

_____, _____, _____

11. Approve operating procedure for collateral as it relates to investment of district funds and appoint designee to approve such collateral.

The board is asked to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bond Securities and other federal agency bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions.

_____, _____, _____

12. Consider resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.

To simplify the bill paying and payroll operations of the district, the board has authorized the use of facsimile signatures on all district checks. This eliminates the need to have each officer sign each check issued. The following resolution will accomplish this:

"RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures be used until the new signatures can be obtained, if necessary."

_____, _____, _____

13. Consider resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.

It is helpful if the board authorizes the Superintendent of Schools, or his designee, to make short term investments of district funds and to perform the duties of clerk and treasurer. This facilitates the business performance of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.”

14. Consider resolution authorizing the agents of the board to lease, purchase and contract for goods and services within general budget categories.

The board annually authorizes the agents of the board to lease, purchase and contract for goods and services in order to streamline the business function of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.”

15. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or because the claim is the result of contract terms, purchase order terms or a vendor’s standard terms.

MN Statute provides that claims against the district may be paid prior to the next school board meeting providing that the board:

- a. has delegated authority to the clerk or superintendent of schools to make prior payment, and,
- b. requires that payment made prior to board approval be acted upon at the next board meeting.

This procedure does not affect the right of the district or a taxpayer to challenge the validity of a claim.

The following resolution will accomplish this:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.”

16. Consider resolution designating the school district legal counsel for 2016.

The school board should designate the legal counsel for 2016. For the past number of years the district has used Joslin & Moore Law Offices, Cambridge, for local items and Ratwik, Roszak, & Maloney for educational issues. The Supt. recommendation this year is to designate only one legal counsel. The following resolution will accomplish this: **“RESOLVED, that the school board wishes to appoint legal counsel for 2016 and that legal counsel shall be the firm of Ratwik, Roszak & Maloney.”**

17. Designate the official District #314 publication for 2016.

Does the board wish to once again designate the Isanti County News as the District #314 official publication for 2016?

18. Set district travel and meal allowance for district employees for 2016.

Each year the board adopts a mileage allowance/reimbursement rate. The current mileage allowance for district employees is ‘reimbursement at the IRS allowable rate’. **The district has been notified that effective January 1, 2016 the IRS mileage reimbursement rate for business miles is \$.54 cents per mile. This is a decrease of \$3.5 cents per mile and is the new IRS allowable rate.**

The current meal allowance for district employees is:

Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case.

These terms apply to reimbursement for all district employees, school board members, and non-district employees who may be on school business.

19. Appoint official school board committee representatives for 2016.

Committee Assignment	2015 Board Rep(s)	2016 Board Rep(s)
Budget Advisory	S. Eklund, R. Hughes, M. Thompson	
Bldgs/Grounds & Transportation	S. Eklund, T. Cuda, Z. Braund	
Central MN Service Co-op	A. Londgren	
Comm. Ed. Advisory Council	T. Cuda	
Donald F. Olson Scholarship	S. Eklund, R. Hughes, A. Londgren	
ECMECC	S. Eklund	

Grad Stand/Systems Acct/Curr World's Best Workforce	A. Londgren	
Isanti Co Human Rights Comm	Sup't of Schools/ alt. M.Thompson	
Isanti Co. Interagency Collaborative	R. Hughes/alt. M Thompson	
Legislative (SEE)	S. Eklund/ alt. M. Thompson	
Meet & Confer	Z. Braund, A. Flowers, M. Thompson	
MN State H.S. League	S.Eklund/alt. A. Londgren	
Policy Review	T. Cuda, A. Flowers, R. Hughes	
RRSEC Joint Powers Agreement	M. Thompson	
Technology	T. Cuda, A. Flowers	
Negotiating Committees:		
Superintendent	Z. Braund, R. Hughes	
Administration	A. Flowers, Z. Braund	
Teachers	T. Cuda, Z. Braund, S. Eklund	
District Office	Z. Braund, S. Eklund	
Custodians	T. Cuda, S. Eklund	
Secretaries/Paras	T. Cuda, A. Flowers	
Food Service	A. Flowers, A. Londgren	
Title I	S. Eklund, R. Hughes	

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20. Consider setting a Policy Review Sub-Committee meeting.

Consider setting a Policy Review Sub-Committee monthly meeting to continue the process of updating the District Policy Manual.

 _____, _____, _____

21. Other.

22. Adjourn.

_____, _____, _____